



**KING'S COLLEGE**

Christian Education Kindergarten to Year 12

## Position Description

**Position:** Administration Assistant

**Position Status:** Part-time

**Classification:** Education Schools General Staff Level 2

**Reports to:** Business Manager

### King's College

King's College is an ELC to Year 12 Christian independent school located in the coastal city of Warrnambool in south-west Victoria. The College is a member of Independent Schools Victoria and Christian Schools Australia. The College was founded in 1986 by the Presbyterian Church and seeks to appoint staff who are passionate about education, with the highest professional skills who actively support the Christian teachings and values of the school. This will be visibly demonstrated through an active Christian faith demonstrated through a Biblical worldview that demonstrates the College values of faith, excellence, integrity, respect, perseverance, and humility. All staff must also be committed to a culture that supports and embraces Child Safe Standards.

### Position Overview

Administration Assistants provide administrative support to the College by answering phone calls, handling enquiries from parents and staff and providing support to the General Office.

### Selection Criteria

- Ability to undertake the duties and responsibilities of Administration Assistant.
- High-level of interpersonal skills with a proven client service focus, including the ability to communicate both orally and in writing with a broad range of people at all levels.

- Demonstrated understanding of the importance of confidentiality relating to any aspect of the College and the College's families.
- A demonstrated willingness to become actively involved in College programs and all aspects of College life.
- Active participant in a Protestant Christian Church.

## **Duties**

Duties may include but are not confined to:

- Provide telephone and front counter reception for the College as required
- Receive and assist visitors to the College
- Maintain student attendance records as required
- Accept responsibility for supporting and assisting students who have been sent to the Sick Bay (and documenting all attendances)
- Prepare College correspondence and publications as requested
- Administrative photocopying
- General administrative duties to ensure the efficient operations of the College Office
- Active involvement in developing and maintaining productive partnerships with parents
- Active involvement in College activities as part of the life of the College
- Accept responsibility for the student behaviour as it relates to this position
- Active pursuit of professional development and training opportunities which enhance the position's requirements
- Fostering family confidence in all aspects of King's College
- Act as a positive role model for students
- Be actively involved in the life of the College
- Other duties consistent with the total operations of the College as requested by the Principal